

Instructions For Establishing Or Changing CHRIS User Accounts

1. Users desiring to establish or change a user account must complete the request form with the following information:
 - ⇒ Action Required (New User, Modify User, Delete User)
 - ⇒ Date Action Required
 - ⇒ Full Name of User
 - ⇒ User's Organization
 - ⇒ User's E-mail Address
 - ⇒ User's Social Security Number
 - ⇒ User's Office Telephone Number
 - ⇒ User's Fax Number
 - ⇒ Is the User a DOE employee or contractor?
[NOTE: If contractor, provide the name of the DOE sponsor.]
 - ⇒ Organization Name(s) or Code(s) for which access is requested
 - ⇒ CHRIS Module(s) (Human Resources, Benefits, Training or Manage Competencies) to which you need access
2. The user must print and sign the completed request form below and submit the request to their Human Resources (HR) or Training Administration (TR) Point of Contact (POC).
3. The user's HR/TR POC should review the form for accuracy, and complete the following information:
 - ⇒ User's EMPLID
 - ⇒ Sponsor's EMPLID
 - ⇒ Type (Enter or View) and/or Level of Access Needed
4. The HR/TR POC must sign and mail or fax the form to the contact indicated on the following matrix:

For access to:	Contact	Phone	Fax
Human Resources - HQ Program Offices	Letitia Lawson	202-586-3807	202-586-0636
Human Resources - Field Offices	Jennifer Bennett	304-285-4078	304-285-4553
Training Administration - HQ Program Offices	Becky Arndt	202-287-1582	202-287-1658
Training Administration - Field Offices	Jennifer Bennett	304-285-4078	304-285-4553
Manage Competencies – HQ Program Offices	Becky Arndt	202-287-1582	202-287-1658
Manage Competencies – Field Offices	Jennifer Bennett	304-285-4078	304-285-4553
Benefits	Mary Hebron	301-903-3917	301-903-1054

5. If required, special authorization from the responsible CHRIS Team Leader or Project Manager will be obtained for certain functions, databases, and/or security levels.
6. The CHRIS Security Officer sends a notice (via e-mail or fax) advising the User and CHRIS Project staff once the USERID and password are assigned. The User is also added to the CHRIS e-mail user group list.
7. The CHRIS Security Officer will provide the new USERID and password via e-mail. Information on how to change the password will be provided at that time.